

BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students
Board of Directors Meeting, December 14, 2020 – Virtual Call

18:00 – CALL TO ORDER

Directors Present

President (meeting chair).....	Ali Poostizadeh
Vice-President Finance & Operations.....	Abid Wahab
Vice-President External.....	Taylor Dotto
Vice-President Internal.....	Tashia Kootenayoo
Vice-President Campus Life	Ahmed Fayed
Director at Large.....	Kai Rogers
Director at Large.....	Jakson Pashelka
Director at Large.....	Taha Ilyas
Director at Large.....	Rohan Dabral
Faculty of Arts and Social Sciences Representative	Cody Isaac
Faculty of Creative & Critical Studies Representative	Sage Cannon
Graduate Studies Representative	Cassidy Wallis
Faculty of Science Representative.....	Arshdeep Purba
Faculty of Management Representative	Mohana Rambe
Faculty of Applied Science Representative	Richardo Brown
Faculty of Health & Social Development Representative.....	Naomi Maldonado-Rodriguez
Faculty of Education Representative	<i>vacant</i>
Board of Governors Representative (<i>ex-officio</i>)	Jassim Naqvi
Senate Caucus Student Representative (<i>ex-officio</i>).....	Rhys Herzberg

Directors Absent

Staff Present

General Manager.....	Lori Stevenson
Advocacy & Governance Coordinator	Sarah Furgason
Well Pub Manager	Mike Ouellet

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

20/12/14.01 MOTION

/

Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

20/12/14.02 MOTION

/

Be it resolved that minutes of the meeting held November 30, 2020 be adopted.

4. PRESENTATIONS

5. MONTHLY REPORTS

20/12/14.03 MOTION

/

Be it resolved that the Executive Reports for the month of November be adopted.

6. COMMITTEE BUSINESS

6.1 Executive Committee

20/12/14.04 MOTION

/

Be it resolved that the minutes of the meeting held December 2, 2020 be adopted.

6.2 Finance Committee

20/12/14.05 MOTION

Wahab/

Be it resolved that the minutes of the meeting held December 4, 2020 be adopted.

20/12/14.06 MOTION

Be it resolved that the long-term investments of the Students' Union

Okanagan of UBC be managed by RBC Dominion Securities.

Wahab/

20/12/14.07 MOTION

Wahab/

Be it resolved that the Students' Union Okanagan of UBC invest exclusively in Environmental, Social, and Governance (ESG) compliant funds.

6.3 Policy Committee

20/12/14.08 MOTION

Kootenayoo/

Be it resolved that the minutes of the meeting held November 25, 2020 be adopted.

6.4 Campus Life Committee

6.5 Campaigns Committee

6.6 Oversight Committee

20/12/14.09 MOTION

/

Be it resolved that the minutes of the meetings held November 20 and December 4, 2020 be adopted.

20/12/14.10 MOTION

/

Be it resolved that a formal reprimand be issued to Ahmed Fayed, VP Campus Life, as attached.

6.7 Resource Centre Advisory Committee

20/12/14.11 MOTION

Kootenayoo/

Be it resolved that Josie Leung, Skylar Dubois, Taya Jardine, Hanna Paul, Katie Del Buono, Jakson Pashelka, and Arshdeep Purba be appointed to the Resource Centre Advisory Committee.

6.8 Graduate Student Committee

20/12/14.12 MOTION

Wallis/

Be it resolved that Anne Claret, Ben Wiltshire, Kirthana Ganesh, Maya Pilin, Nibirh Jawad, and Rina Garcia Chua be appointed to the Graduate Student Committee.

7. REPORT ON UNIVERSITY RELATIONS

7.1 Board of Governors

7.2 Senate

7.3 Other University Committees

8. OLD BUSINESS

9. NEW BUSINESS

10. INFORMATION ITEMS

10.1 SAAM Class Talks

10.2 Governance Regulation Update

10.3 Next Board Meeting Date

11. ADJOURNMENT

Executive Director Work Summary

Ali Poostizadeh– President

Report Period: November 2020/2021

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

In accordance with Bylaw X, Executive Directors are required to submit a monthly written report to the Board of Directors, summarizing their activities for that month. This report is designed to provide the Board of Directors with a monthly summary of the activities of each Executive Director.

For the purpose of this report the following shall not be included as eligible work:

- attendance at Board meetings; and,
- production of this work summary;

Week 1

- SUO Space Planning meeting with UBC Administrators, SUO General Manager, and SUO Executives regarding Student Union capital project. Board confirmation needed to proceed with project.
- Presentation from RBC Dominion Securities to Finance Committee regarding possible partnership for investment of SUO surplus.
- Meeting with Indigenous Student Council (ISC) and Vice President Internal, Tashia Kootenayoo regarding the ISC public letter. Positive result, and further action items were set.
- Chaired SUO Executive Meeting. Provided an update on work to date.
- First meeting of the Associate Provost hiring committee.
- UBC Remote Invigilation Tools working group meeting. Goal of the committee is to find ethical software to use. Personal goal is to prevent the use of invigilation tools altogether.
- Participated in the Nov. 6th Campaigns Committee meeting. Developed contacts with BC Transit Advertising as a result.

Week 2

- Second meeting for Remote Invigilation Tool working group.
- Run through of SUO Annual General Meeting Executive Presentations.
- Meeting with Dale Mullings, UBC AVP-Students to discuss winter semester two. Discussion around SUO Capital Project.

Week 3

- Meeting with Julie Wagemakers, President's Executive Assistant, and Santa Ono, UBC President. Discussion around SUO 2021 priorities as well as capital plan developments.
- Participated in 2020 SUO Annual General Meeting. Presentation of SUO financial audit to the membership, approval of reappointment, executive presentations.

- Meeting with another potential financial manager and Finance Committee to invest SUO surplus.

Week 4

- Meeting with Lori Stevenson, Joe Haugen and Ahmed Fayed to discuss social media strategy and hiring of a Communications Assistant.
- Meeting with Dale Mullings, AVP Students, as well as several of his staff to discuss the 2019-2020 tuition surplus allocation.
- Meeting with Lori Stevenson, and Sarah Furguson regarding training for the Board of Directors beginning immediately.
- Write, edit and consult on the Communications Director job posting.

Executive Director Work Summary

Ahmed Fayed – Vice President Campus Life

Report Period: November 2020/21

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Week 1

- SUO Space Planning
- Meeting with Joe Haugen and emailing all my relevant partners
- Regional Speakers Event Prep / Meetings with other universities.
- Emails
- Meetings with UBCO eSports
- Attending Campaign Committee Meetings
- RBC Event: Launching your Career
- Listening Session with AVPS (2 Sessions Completed)
- UBCO Bingo
- AGM Prep, Run Through

Week 2

- AGM
- RBC/SUO: Job Search 101
- Preparing PowerPoint for Dale
- Emails
- Meeting with Joe
- Campus Life committee prep
- Meeting with students (Feedback on events, etc.)

Week 3

- Meetings with Joe & Lori
- Emails
- Final Meetings for regional speaker event in term 2
- Social Media Strategy Follow up
- SVPRO Meeting

Week 4

- Meeting with Western Regional Speakers
- Emails
- Meeting with Joe
- Campus Life Committee Meeting.
- Policy Committee Meeting
- PowerPoint work for Dale for new student platform
- Christmas Event planning
- Meeting with SUO eSports for term 2 event
- Event Planning for students on res

Executive Director Work Summary

Abid Bin Wahab – VP Finance & Administration

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Week 1

- Meeting with Lori; bi-weekly touch base
- Discussions with RBC investment advisors; SUO's long-term investments
- Discussions with Joe and Ahmed about RBC financial literacy workshop
- Co-hosting the third RBC financial literacy workshop
- Attended the SUO space planning meeting
- Meeting with Leanne; bi-weekly touch base
- Investment research; bonds, mutual funds, fixed income derivatives, researching suitable investment styles for SUO's long-term deposits.
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Week 2

- Meeting with Tashia and Izzy; Student Association discussions
- Finance committee presentation preparation; review of YTD financial statements
- AGM test run; preparing script for VP Finance
- Chaired the finance committee meeting
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills
- Mid-term break

Week 3

- Attended the AGM 2nd test run
- Meeting with Lori and Leanne; reviewing the budget and preparing VP Finance presentation
- AGM preparation; created & reviewed Q&As, finalized my script and main points
- Attended the AGM
- Review of SUO long-term deposit investment regulations
- Attended the investment meeting for SUO presented by RBC Investment Advisors
- Planned for potential SUO collaboration with Capstone
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Week 4

- Meeting with Lori; bi-weekly touch base, SA discussions, and investment discussions
- Follow-up discussions with investment advisors; RBC, Valley First, & Plan First
- Discussions with Kuan Ho (RBC Investments) on improving their portfolio mixes
- Chaired the finance committee meeting
- Meeting with Leanne; bi-weekly touch base and investment discussions
- Provided briefing to finance committee members, Rohan and Taha; provided them insights on to the fundamentals of investment strategies
- Student Association reimbursement related meeting and discussion with Lori, Izzy, and Tashia
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Executive Director Work Summary

Tashia Kootenayoo – Vice President Internal

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Week 1

- Research and meetings for consult of the Bylaw changes proposal. Drafting these proposal and corresponding report of the recommended amendments for the Boards review.
- Annual General meeting preparation such as communications plan, contest discussions, agenda attachment document creation. Met with Stevenson, Rusch, Poostizadeh and Haugen throughout this week to discuss various components of the AGM.
- Planning with Stevenson for Procedures Manual phases of implementation. Deliverables from this are a timeline of consultations and excel spreadsheet for tracking this process.
- Met with Dale Mullings and Cassidy Wallis to discuss the implementation of the SC17 policy and SUO concerns with procedures and review process etc.
- Co-chaired the UBC Open Education Working Group, where we discussed Senate policies, OER Grant and Open Education week which entails requests for policy changes to the university.
- Met with Poostizadeh and the ISC co-coordinators to discuss the SUO Calls to Action in response to their open letter. The follow-up deliverables of this meeting were issue of apologies and the RC advisory committee invitations.

Week 2

- Annual General Meeting slide preparation document and review of presentations with other Executives.
- Met with Furgason to follow-up on action plan for 2020-2021 Advocacy goals. We outlined a timeline for website information update and procedural changes.

Week 3

- Final preparation and presentation for Annual General Meeting.
- Met with BCCampus SVM community of practice group to review stages of the project.
- Attended Campus Life Committee meeting and discussed Student Association Expo for January.

Week 4

- Edits and research for the Oversight Regulations draft changes. Additionally, meetings with the Policy and Oversight Committee to continue drafting the policy. I also followed up with the creation of a flow-chart for the policy and document explaining the amendments.
- Met with SVPRO to discuss Sexual Assault Awareness Month and review of plan for internal SUO SVM policies.
- Preparation and attendance for the Learning and Researching Committee of the Board of Governors. I presented on key issues highlighted in the SUO 2019-2020 Student Experience Survey.

Executive Director Work Summary

Taylor Dotto – Vice President External

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Week 1

- SUO Space Planning Meeting with UBC
- Weekly meeting with the Advocacy and Governance Coordinator
- Executive Meeting
- UBCO Open Education Working Group meeting
- Campaign Committee meeting
- Discussions with Nalgene and the UBC Book Store on implementation of the water bottle share program

Week 2

- Staff / Executive meeting
- Weekly meeting with the Advocacy and Governance Coordinator
- SUO Annual General Meeting preparation with Executives

Week 3

- Weekly meeting with the Advocacy and Governance Coordinator
- SUO Annual General Meeting
- Executive Committee Meeting
- Working on BCFS Executive Report

Week 4

- Interview with an Executive Director from Western University for their "Advocacy Hour"
- Weekly meeting with the Advocacy and Governance Coordinator

- UBCO Pritchard Dining Hall Committee meeting
- Budget meeting with UBC
- Working on BCFS Executive Report
- SVPRO monthly meeting and discussions for SAAM
- Creating slideshow for professors during SAAM
- Executive Committee Meeting

General Manager Work Summary

Lori Stevenson – General Manager

Report Period: November 2020

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

Office & Administration

- Per the new provincial Covid-19 mandates, implemented daily health check protocol for office and business staff

University Relations & Committees; Other stakeholder meetings

- UBC Budget presentation – AVP Students Dale Mullings and representatives from both AVP Finance and UBCO HR presented the UBC annual budget and took questions
- Another space planning meeting with UBC Planners – steps and time line to “Executive 1” presentation

Events/Projects/Operations

- Final audited financial statement review and approval facilitation; Signing off on the final audit reports; addressing and implementing audit recommendations with Leanne
- AGM prep and package preparation; executive presentation and tech run-throughs prior to live meeting
- Began planning around elections, transition and training – created outline to guide us through action items at every step of the process
- Drafted outline to guide the Procedures Manual process; met with Tashia to determine next steps
- SUO Long Term Investment strategy – the Finance Committee received the final presentation on long term investment options from Plan First Financial. Follow up meeting held to compare the proposals from all of the potential investment manager; follow up questions for the top two contenders
- Held second meeting to discuss a better approach to handling the SUO Social media. A decision to seek a student Communications Assistant was made, and a job posting created.
- AMICCUS Regional Professional Conference – two virtual half days – keynote speakers, information on H&D plans, round table discussions on engagement, elections, transitions, and training in the virtual landscape

Human Resources Work

- Ongoing 1:1 meetings with staff – checking in on work and goal progress; assessing challenges or pinch-points; coaching on issues as needed

SUO Committee Work

- Oversight Committee – Interim review for VP Campus Life: prep and pre-review consultations; interim review; post review debriefs and report consultation; regular committee meeting
- Finance Committee – two regular committee meetings: review of SUO YTD operations and businesses, continued discussion and required follow ups for long term investment strategy
- Student Associations Funding Committee – review/discussion of procedures in place and re-assessment of previously disallowed expense reimbursement with Tashia, Izzy and Abid
- Policy Committee – joint meeting with Oversight committee to draft changes to the Oversight regulation, continue work on and plan next steps for executive pay restructure
- Executive Committee – two meetings

FINANCE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Executive Committee Meeting, December 4 2020, Virtual Call

Meeting called to order 14:05

Directors Present

Vice-President Finance (meeting chair)..... Abid Wahab
President Ali Poostizadeh
Director-at-Large..... Rohan Dabral
Director-at-Large..... Taha Illyas

Staff Present

General Manager..... Lori Stevenson
Finance Manager..... Leanne Smailes

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA

20/12/04.01 MOTION

Dabral/Stevenson

Be it resolved that the agenda be adopted.

CARRIED

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

6. INFORMATION ITEMS

6.1.1 Investment Strategy Discussion

Wahab presented a document displaying all the funds and transaction costs and compared RBC's portfolio to Plan First's.

Smailes clarified that RBC's transaction fees change based on the amount invested.

Stevenson provided a brief timeline of the final communication process between the investment advisors.

Poostizadeh mentioned the importance of investing fossil fuel free funds.

Wahab stated that maintaining low-risk, lower transaction fees, and maintaining the strategic allocations are a priority.

Dabral asked to clarify on RBC's fossil fuel free mandate.

Everyone agreed that RBC provided a better portfolio and consensus was reached to partner with RBC.

20/12/04.02 MOTION

Poostizadeh/Dabral

Be it resolved that RBC Dominion Securities be chosen as the SUO's long-term investment managers.

CARRIED

20/12/04.03 MOTION

Poostizadeh/Stevenson

Be it resolved that SUO invest in only ESG compliant funds.

CARRIED

7. ADJOURNMENT

Meeting adjourned at 14:38.

POLICY COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Policy Committee Meeting, November 25, 2020, Virtual Call

Meeting called to order at 10:51

Directors Present

Vice-President Internal (meeting chair) Tashia Kootenayoo
Vice-President Campus Life Ahmed Fayed
Student-at-Large Mrinaal Tomar
Faculty of Arts Representative Cody Isaac
Director-at-Large Jakson Pashelka
Board of Governors Representative (*ex-officio*) Jassim Naqvi
Director-at-Large Kai Rogers
Student-at-Large Fatima Al-Roubaiai
Faculty of Science Representative Arshdeep Purba

Staff Present

General Manager Lori Stevenson
Membership Outreach Coordinator Izzy Rusch

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

20/11/25.01 MOTION

Naqvi/Fayed

Be it resolved that the agenda be adopted.

CARRIED

3. PRESENTATIONS

3.1 Draft Oversight Compliance Regulation Edits

Kootenayoo presented the first draft of the Governance regulation proposal.

Rogers asked about the motivation behind regulations thirty-three and forty-one (33 & 41).

Stevenson motivated the need for thirty-three to speak to severe infractions such as breaking in-camera or misuse of funds. Whereas, she noted that clause forty-one listed examples of minor offences in which warnings should be given prior to recommendation of penalization. Al-Roubaiai provided examples of corresponding procedures for the Oversight Committee in terms of correspondence with the President, General Manager and the Board of Directors for investigations and recommendations of penalization. Kootenayoo reviewed potential structures for appeals.

4. OLD BUSINESS

4.1 Housekeeping of Regulations

Kootenayoo reviewed the proposed housekeeping regulation changes and introduced a motion to recommend these changes to the Board of Directors.

20/11/25.02 MOTION

Naqvi/Stevenson

Be it resolved that the three reviewed housekeeping changes to the regulations in the Committees Regulation and Student Association Regulations be recommended to the Board of Directors for adoption.

CARRIED

5. NEW BUSINESS

6. INFORMATION ITEMS

6.1 Executive Pay Structure Timeline

Stevenson provided an update on deadlines as per regulations. She also offered the help of the Oversight Committee in research.

Kootenayoo and the other committee members agreed the extra help would help the committee meet their mandate.

Stevenson to follow up with Rogers and Al-Roubaiai.

7. ADJOURNMENT

Meeting adjourned at 12:24

OVERSIGHT COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Executive Committee Meeting, November 20, 2020, Virtual Call

Meeting called to order at 13:07

Directors Present

Student-at-Large (meeting chair)..... Fatima Al-Roubaiai
Director-at-Large..... Kai Rogers
Faculty of Arts Representative Cody Isaac
Faculty of Science Representative..... Arshdeep Purba

Directors Absent

Board of Governors Representative (*ex-officio*) Jassim Naqvi

Staff Absent

General Manager..... Lori Stevenson

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

20/11/20.01 MOTION
Isaac/Rogers
Be it resolved the agenda be adopted.
CARRIED

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Executive Biweekly Timesheets Reviewed

Oct. 24 - Nov. 6 timesheets were complete, and there was no feedback.
Nov. 7 - 20 timesheets for President and VP Campus Life were incomplete for entire pay period.

5.2 Executive Monthly Work Summaries Reviewed

The October 2020 work summaries were completed and received from all executives.

The draft for the new work summary template was reviewed. The goal is to strike a balance between structure and accountability. A revised version is in progress.

5.3 Update on Executive Trimester Reviews

The status of interim reviews is as follows: VP Campus Life interim review has been set for Nov 26. Rogers will provide Oversight Committee with a one-page summary afterwards.

Al-Roubaiai will prepare tentative timeline for January reviews at the next meeting.

6. INFORMATION ITEMS

6.1 Committee membership

Isaac was welcomed back from his leave of absence. Naqvi will be relieved of interim committee member duties, with gratitude for stepping up during this time.

6.2 Collaborations

A doodle poll will be sent out for the Policy Committee meeting regarding executive pay restructuring.

Oversight Committee regulation changes will be added to the agenda for the board meeting on November 30th.

6.3 Next Oversight Committee Meeting

Al-Roubaiai will send a poll to find a suitable date for the December meeting.

7. ADJOURNMENT

Meeting adjourned at 14:07

OVERSIGHT COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Executive Committee Meeting, December 4, 2020, Virtual Call

Meeting called to order at 13:02

Directors Present

Student-at-Large (meeting chair)..... Fatima Al-Roubaiai
Director-at-Large..... Kai Rogers
Faculty of Arts Representative Cody Isaac
Faculty of Science Representative..... Arshdeep Purba

Directors Absent

Staff Present

General Manager..... Lori Stevenson

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2. ADOPTION OF AGENDA

20/12/04.01 MOTION

Isaac/Rogers

Be it resolved the agenda be adopted.

CARRIED

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Executive Biweekly Timesheets Reviewed

Nov 21 - Dec 4 timesheets reviewed and no feedback this pay period.

5.2 Update on Interim Reviews

Rogers and Stevenson completed an interim review for VP Campus Life on November 26, 2020. One-page summary of the results and one-page recommendation to the board is in progress.

Stevenson to set up meeting to discuss next steps with Al-Roubaiai and Poostizadeh.

5.3 January Trimester Reviews

Members reviewed a tentative timeline and offered a few adjustments to the plan for January's trimester reviews.

Al-Roubaiai will confirm and distribute next steps.

6. INFORMATION ITEMS

6.1 Next Oversight Committee Meeting

Al-Roubaiai will send a poll to find a suitable date for the January meeting.

7. ADJOURNMENT

Meeting adjourned at 13:55

In September 2020, the UBC SUO Oversight Committee held their first round of Executive Trimester Performance Reviews. A final report presented to the board outlined actionable items and opportunities for improvement for each of the executive portfolios. Recognizing several areas for improvement, VP Campus Life Ahmed Fayed requested an interim review with the Oversight Committee prior to the next set of reviews in January 2021. The Oversight Committee honored this request, and committee members Kai Rogers and Lori Stevenson conducted an interim performance review on November 26, 2020.

Similar to previous reviews. The Oversight Committee solicited feedback from various sources (individuals within the SUO, executive committee timesheets, monthly work summaries) with a particular focus on the progress made around areas for improvement that were outlined during and after the September review. The Oversight Committee consolidated the feedback into questions to lead the discussion, and all questions were vetted by committee members beforehand.

The determination of the Oversight Committee as a result of this review is that overall there has been little improvement in the performance of Fayed, and that commitment, communication, initiative and follow through continue to be challenges that are impacting his peers.

In light of these findings, the Oversight Committee is recommending that the board issue a formal reprimand to VP Campus Life Fayed for failure to adequately perform his duties as prescribed under Bylaw X, article 91.